

COURSE SYLLABUS AND KEY NOTES

COURSE NUMBER

TITLE: VOUCHER APPROVAL

New Definitions

This section identifies new terms.

Amount Rule: To search on a particular voucher amount, specify how you are comparing your search to that amount. Options include: *Any*, *Equal to*, *Greater than or equal to*, *Less than*, and *Less than equal to*.

As of Date: The last date for which a report or process includes data.

Effective Date: Date on which a table row becomes effective; the date that an action begins.

Gross Amount: The full amount of the voucher, including merchandise and service amounts (entered on the voucher line), freight, and sales tax.

Run Control ID: An identification code that identifies the run parameters for a report or process.

SetID: An identification code that identifies the run parameters for a report or process.

Transaction Amount: Amount of the purchase and the source amount (in its local currency) charged by the vendor. The amount and currency may be different than the billing amount and the currency that the cardholder is liable to pay.

Trans Date: Transaction date, or date when the goods were purchased.

Tax Code: A set of tax authorities that comprises all taxes that apply within a particular geographical location. This is used for state, county, city, etc tax information.

User ID: The system identifier for the individual who generates a transaction.

Vendor ID: The system-assigned or user-defined identification number given to a vendor when it is created.

Vendor Short Name: Provides an alternate search key to access vendor data. The system enables you to assign the same vendor short name to multiple vendors, and it makes the short name unique by adding a numeric value to the end.

Voucher ID: The system-assigned or user-defined identification number given to a voucher when it is created.

Module Discussion(s)

Purpose: To ensure that a voucher is properly approved in Edison.

Objective: Learn how to approve a voucher in Edison.

Cross Module Impact:

General Ledger – The creation of accounting entries for payments occurs during the payment process.

Purchasing – Rebate and recovery information is stored in Purchasing.

Significant Business Change:

- Vouchers are approved one at a time.

In this course you will learn how to:

- Understand the approval workflows
- Approve Pre-Audit vouchers
- Approve Pre-Audit with \$500 limit vouchers
- Approve Post Audit vouchers
- Approve Wire Vouchers
- Approve Journal Vouchers

Course Lesson 1: Understanding Approvals

Topic Discussion

There are 5 types of approval workflows in Edison. Workflow refers to the routing of each voucher. Once the clerk clicks save when entering a voucher, who checks their work? This is the first approver in each. The approver will check the validity of the transactions, the accounting string associated with the transaction, etc.

This lesson will provide further information on various workflows, the conditions associated with each process, and the approvers for each.

Key Notes

- Workflow types are determined by the conditions involving the Business Unit and vouchers.
- Wire and journal vouchers are processed according to voucher type regardless of the pre/post audit status.
- The first approver is always someone in the agency.
- In pre/post audit status the Fiscal Officer can approve for both the agency designee and his/herself.
- The Fiscal Officer must approve a voucher before it is routed to the next step (i.e. payment processing, Division of Accounts, or Director of Statewide Accounting).

Learning Activities

1. *Voucher Approvals*

Learning Exercises

None

Learning Self-Assessment

None

Course Lesson 2: Pre-Audit

Navigation: *FSCM Worklist\FSCM Worklist*

Topic Discussion

Agencies with a designation of Pre-Audit must have Division of Accounts approve each transaction prior to payment.

Key Notes

- All vouchers must be matched (if applicable), budget checked, and have a status of pending prior to the approval process.
- When a voucher is marked approved by someone other than the final approver, the voucher status remains Pending.
- Once an item is saved it is removed from that approver's worklist and is routed to the next approver via workflow.
- The Fiscal Officer can approve for both the agency designee and him/herself.
- The Fiscal Officer has to approve a voucher before it appears on Division of Accounts worklist.

Learning Activities

1. *Approver 1*
2. *Approver 2*
3. *Approver 3*

Learning Exercises

None

Learning Self-Assessment

None

Course Lesson 3: Pre-Audit with \$500 limit

Navigation: *FSCM Worklist\FSCM Worklist*

Topic Discussion

Agencies with a designation of Pre-Audit with \$500 limit are able to process smaller payments without preapproval from Division of Accounts.

Key Notes

- All vouchers must be matched (if applicable), budget checked, and have a status of pending prior to the approval process.
- Vouchers that are over \$499.99 are required to have Division of Accounts approval prior to payment.
- When a voucher is marked approved by someone other than the final approver, the voucher status remains Pending.
- Once an item is saved it is removed from that approver's worklist and is routed to the next approver via workflow.
- The Fiscal Officer can approve for both the agency designee and him/herself.
- The Fiscal Officer has to approve a voucher before it appears on Division of Accounts worklist.

Topic Learning Activities

1. *Approver 1*
2. *Approver 2*
3. *Approver 3*

Topic Learning Exercises

None

Topic Learning Self-Assessment

None

Course Lesson 4: Post Audit

Navigation: *FSCM Worklist\FSCM Worklist*

Topic Discussion

Agencies with a designation of Post-Audit are able to process payments without Division of Accounts approving the voucher prior to payment.

Key Notes

- All vouchers must be matched (if applicable), budget checked, and have a status of *Pending* prior to the approval process.
- When a voucher is marked approved by someone other than the final approver, the voucher status remains Pending.
- Once an item is saved it is removed from that approver's worklist and is routed to the next approver via workflow.
- The Fiscal Officer can approve for both the agency designee and him/herself.

Topic Learning Activities

1. *Approver 1*
2. *Approver 2*

Topic Learning Exercises

None

Topic Learning Self-Assessment

None

Course Lesson 5: Wire Voucher Approvals

Navigation: *FSCM Worklist\FSCM Worklist*

Topic Discussion

Due to the sensitive nature of wire processing they have a specific workflow regardless of pre/post designation.

Typically wire vouchers are made at regular intervals including daily, weekly, and monthly, but can also be done at the agency's request. These must all pass through the Division of Accounts for approval prior to payment.

Key Notes

- All vouchers must be matched (if applicable), budget checked, and have a status of pending prior to the approval process.
- When a voucher is marked approved by someone other than the final approver, the voucher status remains *Pending*.
- Once an item is saved it is removed from that approver's worklist and is routed to the next approver via workflow.
- The Fiscal Officer has to approve a voucher before it appears on Director of Statewide Accounting's worklist.

Topic Learning Activities

1. *Approver 1*
2. *Approver 2*
3. *Approver 3*

Topic Learning Exercises

None

Topic Learning Self-Assessment

None

Course Lesson 6: Journal Voucher Approvals

Navigation: FSCM Worklist\FSCM Worklist

Topic Discussion

Due to the sensitive nature of journal vouchers they have a specific workflow regardless of pre/post designation. Journal vouchers are correcting entries to the Accounts Payable module. Therefore, each voucher must be approved by the Division of Accounts General Ledger prior to posting.

Key Notes

- All vouchers must be matched (if applicable), budget checked, and have a status of pending prior to the approval process.
- When a voucher is marked approved by someone other than the final approver, the voucher status remains Pending.
- Once an item is saved it is removed from that approver's worklist and is routed to the next approver via workflow.
- The Fiscal Officer has to approve a voucher before it appears on Division of Accounts General Ledger worklist.

Topic Learning Activities

1. *Approver 1*
2. *Approver 2*
3. *Approver 3*

Topic Learning Exercises

None

Topic Learning Self-Assessment

None